



## **Marketing Assistant**

### **Palatine Park District**

**Contact Name:** Cheryl Lufitz

**Contact E-mail:** [clufitz@palatineparks.org](mailto:clufitz@palatineparks.org)

**Contact Phone:** 847-991-0333

**Closing Date:**

**Salary:** \$19-\$21 per hour

#### **Description:**

The Palatine Park District is seeking a talented and detail-oriented Part-Time Marketing Admin Assistant to join our dedicated communications team. This is a great opportunity for someone looking to gain experience in the marketing field while contributing to an organization that values collaboration and community.

#### **What You'll Do:**

- Coordinate print projects like flyers, playbills, and promotional pieces
- Distribute marketing materials to facilities and local businesses
- Represent the District at community events
- Take pictures and videos of events, parks, people and facilities
- Proofread and edit marketing materials
- Assist the marketing team to create vibrant content for e-newsletters, digital campaigns, and social media

#### **What We're Looking For:**

- A team player with a positive attitude
- Creativity and great communication skills
- Experience in marketing, communications or outreach
- Familiarity with the Palatine community a plus

#### **Why You Should Join Us:**

- Exciting opportunities for professional growth and career advancement
- A supportive and inclusive work culture that values your contributions and celebrates success
- Illinois Municipal Retirement Fund (IMRF)
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual or discount on family)

- Fitness Center membership (individual or discount on family)
- Discount at Palatine Hills Golf Course
- The chance to work with a dynamic team of professionals dedicated to excellence and innovation

At Palatine Park District, we are all about our Community. Entertaining recreation programs, beautiful parks, and facility fun to create Park and Rec Life. A career with Palatine Park District is so much more than a job; it is choosing to live the Parks and Rec life. It's about being a positive influence on the community, growing as a person and the friendships that you make with your fellow staff members.

To apply use this **link**